

OFM Facilities Oversight and Planning Overview

The Office of Financial Management's (OFM) [Facilities Oversight and Planning Program](#) oversees real estate procurement and management by applying a statewide perspective to analysis, long-term planning, policy development, and state facility portfolio management.

The program promotes four statewide goals for leased and owned facilities:

1. Provide space that supports the business needs of state agencies.
2. Provide space that is healthy, safe, and sustainable.
3. Use the state's facilities efficiently.
4. Use all the state's fund sources effectively.

The team's staff agency assignments can be found [here](#).

RESPONSIBILITIES

The OFM Facilities Oversight and Planning program:

- Develops and submits a [Six-Year Facilities Plan](#) to the Legislature by January 1 of each odd-numbered year in alignment with the Governor's proposed biennial budget.
- Analyzes and approves or denies agency requests for new space or relocation of facilities using the OFM established [modified pre-design](#) process.
- Collects and reviews inventory data using the state's [Facilities Portfolio Management Tool](#) (FPMT) and reports the state's [facilities inventory](#) of leased and owned facilities to the Legislature by October 1 of each year.
- Establishes and implements [policies](#) on space use and other facilities issues.
- Provides training and assists users with FPMT processes.
- Maintains the state's [life cycle cost model](#) for assessing leasing and ownership options.
- Conducts analysis and makes recommendations to the OFM director on [leases](#) requiring OFM approval, including: leases over \$1 million annually, for space under development, or over 10 years in duration. This process is in addition to the initial modified pre-design approval.
- Consults with the Department of Enterprise Services on purchases, leases, lease purchases, or other acquisitions or disposals of real estate.
- Facilitates cross-agency coordination such as backfill of vacant space or collocation in a state-owned facility.
- Hosts quarterly Facilities Forums where agencies can learn from each other and key speakers, provide feedback and ask questions.
- Advises OFM executive management, OFM budget office, and state agencies on real estate budget issues.
- Collaborates with budget advisors on facility-related budget funding requests.
- Provides information and analysis in response to legislative inquiries related to real estate.
- Completes other special projects as directed by the Legislature or OFM leadership.
- Performs site visits to leased and owned facilities statewide.

Questions? Email OFM Facilities Oversight and Planning at ofmfacilitiesoversig@ofm.wa.gov.